

March 23, 2010

ADDENDUM #1 TO  
MONTANA DEPARTMENT OF TRANSPORTATION  
INVITATION FOR BID  
#HWY-309481-KS

The purpose of this addendum is replace Exhibit 1: Janitorial Checklist, in its entirety and replace with the following.

## **JANITORIAL CHECK LIST**

## EXHIBIT I

Frequency Key:

D = daily      W = weekly      M = monthly      Y = yearly  
A = as needed      NA = not applicable      M2 = 2 x month  
Y2 = 2 x year  
Y3 = 3 x year

Task	Bid Section	Frequency
1. Sweep or Dust Mop Hard Surfaced Floors	4.1, 4.1.1	D
2. Damp Mopping – Tile/Linoleum	4.1, 4.1.2	D
3. Damp Mopping - Wood Floors	4.1, 4.1.3	NA
4. Terra Cotta Surfaced floors	4.1, 4.1.4	NA
5. Floor Finish Removal	4.2	Y
6. Floor Finish Application	4.3	Y3
7. Carpet Care / Vacuum Carpet	4.4.1	D
8. Carpet Care / Spot Cleaning	4.4.1	A
9. Carpet Care / Extraction (Shampoo)	4.4.2	Y2
10. Dusting / High Dust (6 ft and over)	4.5, 4.5.1	W
11. Dusting / Low Dust Areas (less than 6 ft)	4.5, 4.5.2	D

Task	Bid Section	Frequency
12. Dusting of Heating & Air Conditioning (equip exterior only)	4.5, 4.5.3	NA
13. Rest Room Cleaning / Floors	4.6.1	D
14. Rest Room Cleaning / Fixtures	4.6.2, 4.6.4	D
15. Rest Room Cleaning / Walls	4.6.3, 4.6.4, 4.6.5	M/A
16. Replenish Soap, Towels, Toilet Tissue Dispensers	4.6.3	D
17. Surface Cleaning and Spot cleaning / Desk Tops, Bookcases, Doors, Glass, Mirrors	4.7	D
18. Furniture Cleaning & Polishing	4.8	M
19. Vinyl Covered Furniture Cleaned	4.8	M
20. Upholstered Furniture / Vacuum	4.8	M/A
21. Upholstered Furniture / Shampoo	4.8	Y2/A
22. Waste/Trash Receptacles	4.9	D
23. Mini Blinds	4.10	Y3/A
24. Light Fixtures	4.11	Y3/A
25. Entry Mats	4.12	D
26. Brass Cleaning and Polishing	4.13	NA
27. Interior Windows	4.14.1	Y2
28. Exterior Windows Removal of Screens and Storm Windows	4.14.2, 4.14.3, 4.14.4	Y2
29. Drinking Fountains	4.15	D
30. Clean Trailers	4.16, 4.16.1, 4.16.2	NA

All other terms, conditions, specifications and incidentals shall remain the same as originally stated in Invitation for Bid #HWY-309481-KS

**ADDENDUM ACKNOWLEDGEMENT:**

\_\_\_\_\_ (Vendor Signature)

\_\_\_\_\_ (Date)

hereby acknowledge that I have received a copy of Addendum #1.

A copy of this signed addendum **MUST** be included with your bid response. Failure to include a copy of this addendum with your response will result in disqualification of your response.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call Kim Stewart at (406) 444-9282 Voice or 1-800-335-7592 TTY or TTY (406) 444-7696.